

**United States District Court  
District of New Hampshire**

**PROCEDURES FOR  
USING CREDIT CARDS  
AT FEDERAL COURT**

**February 1999**

**As Amended April 2001**

## **BACKGROUND**

In September 1987 the Department of Treasury, through its Financial Management Service (FMS), established a government credit card collection network to enable federal agencies to accept credit cards (Visa, MasterCard, American Express, Discover, and Diners Club) for the collection of receipts due the government.

At our request, the Administrative Office of the U.S. Courts approved the District of New Hampshire for participation in the credit card network. Bank of America will provide the courts, through BA Merchant Services, Inc., San Francisco, California, with processing services for Visa, MasterCard, American Express, Discover, and Diners Club transactions.

## **WHAT THE PROGRAM MEANS TO YOU**

We offer the option of payment by credit card to the bar and the public as a service we hope you will find convenient.

Using a credit card in the Clerk's Office means that individuals, couriers, or staff will no longer be required to carry cash to pay filing or copy fees and that no more blank checks will have to be drawn because amounts are unknown.

Because the court is required to obtain prepayment for most fees and services, some filings and/or telephone or mail requests for certain services, e.g., photocopying, used to be delayed until payment was received. Now you can simply tell the court to "charge it" by giving us a credit card number and expiration date.

## HOW THE PROGRAM WILL OPERATE

This is the easy part. Credit cards are accepted as payment for fees collected by the Clerk's Office, which may include:

- filing fees (civil cases, appeals, miscellaneous cases)
- copy work done by the court (including docket sheets, pleadings, opinions, etc.)
- copies of audio tapes from court proceedings
- attorney admission fees, including pro hac vice admissions
- searches and certifications
- purchase of local rules
- finest and restitution (some restrictions may apply)
- special assessments, court costs
- attorney fee reimbursement payments
- retrieval fees for files stored at the Federal Records Center
- training materials

As part of internal control procedures for those firms concerned with the safekeeping of the actual credit card or wishing to limit access to the firm card, there is the option of authorizing credit card payment by having on file with our office the attached Authorization form (USDCNH-67). Thereafter, a Payment Authorization form (sample attached) may be presented by you, a messenger, or staff member to authorize payment by credit card. For each transaction, we will confirm that your Authorization form is on file. The Authorization form containing your credit card number will be kept secure at all times.

Whether the transaction is in person or by mail or telephone, an authorization number from the bank is received before the charge is accepted.

## **IN-PERSON PAYMENTS**

By Cardholder: For counter transactions, the charge card is obtained from the customer for recording, validating, and imprinting onto a bank charge slip. After authorization is received, the charge slip showing the transaction code, date, time, and amount of charge will be given to the cardholder.

By Courier/Staff/Other than Cardholder: If you or your firm has an Authorization form on file, a Payment Authorization form should accompany the filing/request for services.

## **TELEPHONE REQUESTS**

No Authorization on File: You need only give your name, the cardholder's name and address, and the credit card number along with its expiration date to the Deputy Clerk.

If Authorization is on File: You may refer the Deputy taking your request to the Authorization.

## **MAIL REQUESTS**

No Authorization on File: The credit card number and expiration date must be provided in the letter which must be signed by the same person whose signature appears on the credit card, i.e., the cardholder.

If Authorization is on File: A Payment Authorization should accompany the filing/request for services.

## HOW TO APPLY

If you and/or your firm do not already have a credit card, just contact your local financial institution for an application for Visa, MasterCard, American Express, Discover, or Diners Club.

For your convenience, you may prepare and file with the court an Authorization Form (USDCNH-67).

Once your Authorization Form has been filed, you may begin using Payment Authorization forms with any filings done in person or by mail. (As long as it contains the required information, you may modify the Payment Authorization form to include items specific to your billing/accounting procedures such as client name, your file number, etc.)

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As always, we look forward to working with law firms and the public to make this program a success. We welcome your suggestions and appreciate your comments. For more information, contact Bonnie Franklin, Financial Administrator, at 603-226-7732.

UNITED STATES DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE  
55 Pleasant Street, Room 110  
Concord, NH 03301-3941

**CREDIT CARD COLLECTION NETWORK  
AUTHORIZATION FORM**

***FILE WITH THE CLERK, U.S. DISTRICT COURT***

\_\_\_\_\_  
(Name of Individual/Company/Firm) PLEASE PRINT OR TYPE

hereby authorizes the United States District Court for the District of New Hampshire to charge the following bank credit card number for payment of filing fees and other court-related expenses.

☐ Visa    ☐ MasterCard    ☐ Discover    ☐ American Express    ☐ Diners Club

Exp. Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip  
Code \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Date \_\_\_\_\_

This form, which will be kept on file in the Clerk's Office, shall remain in effect until specifically revoked in writing. It is the responsibility of the individual/firm/company named herein to notify the Clerk's Office of the new expiration date when a

credit card has been renewed, or if a credit card has been canceled or revoked.

CREDIT CARD COLLECTION NETWORK  
PAYMENT AUTHORIZATION

PLEASE PRINT OR TYPE

SAMPLE

\_\_\_\_\_  
(Name of Individual/Company/Firm)

YOU MAY WANT TO INCLUDE

\_\_\_\_\_  
SUCH  
\_\_\_\_\_  
(Address)

ITEMS AS CLIENT NAME OR  
\_\_\_\_\_  
(Phone Number)  
YOUR FILE NUMBER

\_\_\_\_\_  
(Cardholder/Individual Authorizing Payment) (Date)

TO ASSIST IN YOUR

Description of item(s) to be charged:

INTERNAL

CONTROL/BILLING  
PROCEDURES